

COMPENSATION BOARD DOCKET #19/02

August 22, 2018

307-19-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WESTERN TIDEWATER REGIONAL JAIL	SUPERINTENDENT	July-3-2018 Officer requests to transfer the vacant annual salaries of the following positions to Office Expense Funds for food service contracts. Officer states that he does not intend to fill the vacant positions in FY19.	\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro Rated Amount Approved
455	307	Western Tidewater Reg Jail	7/3/2018	00111	R CKB	Office Expense	\$28,417	\$28,417	\$26,048.92
455	307	Western Tidewater Reg Jail	7/3/2018	00112	R CKB	Office Expense	\$28,417	\$28,417	\$26,048.92
455	307	Western Tidewater Reg Jail	7/3/2018	00113	R CKB	Office Expense	\$28,417	\$28,417	\$26,048.92
455	307	Western Tidewater Reg Jail	7/3/2018	00114	R CKB	Office Expense	\$28,417	\$28,417	\$26,048.92
Totals							\$113,668.00	\$113,668.00	\$104,195.68

307-19-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DICKENSON COUNTY	SHERIFF	<p>06-29-18 Officer requests reconsideration of the reallocation policy and the potential reduction of 1 permanent CS7 position and notes several extenuating circumstances for consideration.</p> <p>Officer states that they have had an extremely difficult time for over two years with the vendor they use for their records database and the program server, which is hosted in Wise County. Officer further states that they are hoping to replace the vendor because of an excessive amount of errors. Other localities that use this vendor in the area are experiencing the same issues. They also learned that the vendor settled a lawcase in a Texas locality due to the many problems. Sheriff states his county is currently considering having the county attorney contact the vendor.</p> <p>Officer states that his office serves numerous civil papers at the regional jail and this requires considerable time. They also handle transports that average over 300 miles one way. The county is poor and the population is declining. There is a high rate of drug abuse and the County needs to retain as many officers as possible. Dickinson County does not have the funds to supplement any loss of funding for his office.</p> <p>Staff notes this office lost one vacant Law Enforcement deputy position in FY19 due to declining population and the FY18 position reallocation policy; the additional position subject to lose in FY19 is based upon court services workload, including civil papers reported through the records database, resulting in a staffing figure in excess of the standards by 1.02 positions.</p>		\$0.00	The Compensation Board approved an exception to the position reallocation policy for one position in FY19 for one year based upon the specific circumstances noted by the officer and requests that the officer conduct a review of concerns regarding erroneous system data. Data corrections may be submitted to the Board for consideration of updating staffing standards for the current and future years.

772-19-02: COMMONWEALTH'S ATTORNEY

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MARTINSVILLE CITY	COMMONWEALTH'S ATTORNEY	August 6, 2018 Acting Officer requests in accordance with §15.2-1606 to reimburse the City of Martinsville for Defense Counsel for an ongoing case in the amount of \$4,100. Acting Officer states that the previous incumbent Officer, after being advised by the Department of Risk Management this was not a case for which they could provide counsel, petitioned the Circuit Court Judge to appoint Ward Armstrong as counsel.		\$4,100.00	The Compensation Board approved reimbursement to the City of Martinsville in the amount of \$4,100 in accordance with §15.2-1606.
LYNCHBURG CITY	COMMONWEALTH'S ATTORNEY	August 6, 2018 Officer requests a one-time transfer of \$15,000 from Temporary Salaries funds to Office Expense funds. Funds available in Temporary Salaries are the result of a transfer of annual vacancy savings from three vacant positions that will remain vacant for the duration of the fiscal year.		\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
680	772	Lynchburg City	8/6/18	Temporary	Office Expense	\$107,742	\$15,000

772-19-02: COMMONWEALTH'S ATTORNEY

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BEDFORD COUNTY	COMMONWEALTH'S ATTORNEY	August 13, 2018, Officer requests to transfer the remaining vacant annual salary of position 00007, JSECA to Temporary Salary funds.		\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
		Officer states he does not intend to fill this position in FY19.			

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro Rated Amount Approved
019	772	Bedford County	8/13/18	pos. 00007	JSECA	Temporary	\$12,711	\$12,711	11,651.75

773-19-02: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WISE COUNTY	CIRCUIT COURT CLERK	July 30, 2018 Officer requests to transfer the remaining vacant annual salary of position 00010 to Office Expense Funds.		\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
		Officer states he does not plan to fill the vacant position in FY19.			

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro Rated Amount Approved
195	773	Wise County	7/30/18	pos. 00010	DCI	Office Expense	\$25,422	\$25,422	23,303.50
		Wise County Total					\$25,422	\$25,422	23,303.50

773-19-02: CIRCUIT COURT CLERKS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORFOLK CITY	CIRCUIT COURT CLERK	August 15, 2018 Officer requests to transfer the remaining annual vacant salaries of position 00045, currently budgeted at \$25,422, and position 00047, currently budgeted at \$25,422, to Office Expense Funds, effective August 1, 2018 to June 30, 2018.	\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

Due to the position Reallocation Policy, this office must hold two (2) positions vacant in FY19; however, vacancy savings from the positions held vacant may be transferred to another budget category for expenditure.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro Rated Amount Approved
710	773	Norfolk City	8/15/18	pos. 00045	DCI	Office Expense	\$25,422	\$25,422	23,303.50
710	773	Norfolk City	8/15/18	pos. 00047	DCI	Office Expense	\$25,422	\$25,422	23,303.50
		Norfolk City Total					\$50,844	\$50,844	\$46,607

RUSSELL COUNTY	CIRCUIT COURT CLERK	August 15, 2018 Officer requests an exception to the 10% salary reduction policy for an in-band adjustment.	\$0.00	Approved as an exception to policy, based upon the specific conditions stated by the officer.
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Officer requests to reduce the salary of position 00005, DCI, with a current salary of \$10,800, to DCI at \$6,656, effective September 1, 2018. This is a 38.37% reduction, however the position is currently underfunded and vacant.

The Turnover funds created will be used to fund a Class/Role Change for pos. 00007 CTI currently \$21,278 to be DCI at \$25,422, effective September 1, 2018.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	New Salary	Amount Requested
167	773	Russell County	8/15/18	pos. 00005	DCI	Turnover	\$10,800	\$6,656	-4,144.00
167	773	Russell County	8/15/18	Turnover	DCI	pos. 00007	\$21,278	\$25,422	4,144.00

773-19-02: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RICHMOND COUNTY	CIRCUIT COURT CLERK	<p>August 8, 2018 At its July, 2018 meeting, the Compensation Board approved the Officer's request to transfer base Temporary funds in the amount of \$3,047 to position 00002.</p> <p>The Officer now requests to rescind her July, 2018 request, as the locality refuses to increase the salary of position 00002, as the Compensation Board approved salary exceeds the overall budgeted local salary of the position.</p>		\$0.00	Compensation Board approved the Clerk's request to rescind its prior approval of her July, 2018 request, restoring \$3,047 to the base Temporary Salaries fund budget.

771-19-02: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ACCOMACK COUNTY	COMMISSIONER	<p>August 20, 2018 – Acting Officer requests additional Temporary Funding in the amount of \$10,974.64. This is equivalent to the current salary of position 00004, MCDII, budgeted at \$39,689, from July 27, 2018 to November 6, 2018. The Special Election will be held on November 6, 2018.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to the Temporary Funds budget, as I understand that the Compensation Board's Interpretation of §24.2-226 and 228 is that position 00004, MCDII is not vacant during the period in which I am the Acting Commissioner of the Revenue. Consequently, funds cannot be transferred from this position.</p>		\$0.00	Approved at no additional cost to the Compensation Board.

774-19-02: TREASURERS

None

OTHER MATTERS

NEW BUSINESS:

			REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #19/01.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, September 26, 2018 at 10:00 a.m. and Wednesday, October 24, 2018 at 10:00 a.m.	N/A	Confirmed.
3.	CONSTITUTIONAL OFFICER ASSOCIATION PRESIDENTS	COMPENSATION BOARD	Congratulations and thank you letters to incoming and outgoing presidents of the Virginia Association of Regional Jails, Virginia Circuit Court Clerks' Association, Virginia Association of Commonwealth's Attorneys, Commissioners of the Revenue Association of Virginia, Treasurers' Association of Virginia, and Virginia Sheriff's Association.	N/A	Approved.
4.	CONVERSION OF PART-TIME COMMONWEALTH'S ATTORNEYS TO FULL-TIME	COMMONWEALTH'S ATTORNEY	Staff provides information to the Compensation Board regarding the conversion of Commonwealth's Attorney's offices from Part-Time to Full-Time status. Of 3 part-time Commonwealth's Attorney's offices eligible to elect conversion to full-time status, no office made such an election. Consequently, no budget amendment seeking funding for office conversions will be necessary.	N/A	Noted.
5.	TECHNOLOGY TRUST FUND COLLECTIONS & BUDGETING	COMPENSATION BOARD	Collections: FY19 collections for July totaled \$574,127.50, an increase of 2.80% compared to July collections in FY18. TTF Budgeting: FY19 TTF requests are currently being submitted by Clerks and will be presented for consideration by the Board at its September 26, 2018 meeting.	N/A	Noted.

CLOSED MEETING
COMPENSATION BOARD DOCKET #19/02
August 22, 2018

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Tyrone Nelson. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

FOR YOUR INFORMATION
NONE.

Public Body: Compensation Board
Date: August 22, 2018
Time: 10:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Tyrone Nelson, Chairman (present)
Craig Burns, Ex Officio member (present)
Martha Mavredes, Ex Officio member (present)